



*Expires – When LPP is issued*

## STATE-LEGISLATED SAFE ROUTES TO SCHOOL (SR2S) PROGRAM

### I. BACKGROUND

Interim guidelines for the State-legislated Safe Routes to School (SR2S) program were removed from the Local Assistance Program Guidelines (LAPG) when guidelines for the federal Safe Routes to School (SRTS) program were issued as Chapter 24 of the LAPG on October 26, 2006. The Cycle 9 SR2S program guidelines and application are issued in this Office Bulletin with the intent of issuing a formal Local Program Procedures (LPP) at a later date. Once the LPP process is completed, SRTS and SR2S guidelines will be combined in a revised Chapter 24 as 24-A and 24-B respectively.

### II. POLICY

Major policy changes from the previous cycle of the SR2S program include the following:

- Cycle 9 funds will be for a one year call for projects. \$500,000 will be apportioned off the top to Districts 01, 02, and 09 to maintain the same percentage of funding distribution as in the previous cycle of projects.
- Maximum total project cost was reduced to \$500,000 allowing potential for more projects awarded in each District and more than one agency to receive funds.
- Notification of school closures will be made to the DLAE within 3 months of the school(s) closure. Funds will not be transferred to another project and the funds will be disencumbered. If there are multiple schools benefiting from the project, a revised application will be submitted for determination of continued funding.
- Submittal of school data and student demographics is required to determine level of funding to disadvantaged schools and communities. Future funding cycles will consider changes to policy for providing equitable access of SR2S funds.
- Status of all projects will be tracked by Division of Local Assistance. A quarterly report for delivery performance of each project will be monitored to determine if agencies have met their delivery milestones. Agencies that have projects behind schedule during the next call for projects will not be considered during the application process.

### III. PROCEDURE

Upon execution of this Office Bulletin, the District Local Assistance Engineers (DLAE) will notify all local agencies that Caltrans is soliciting SR2S projects. Local agencies will be asked to submit their applications to the DLAE within 3 months. The selection and prioritization process will be a joint effort by Headquarters and District Local Assistance offices.

When the recommended list of projects is developed and approved for funding, the Districts will notify applicants of the results.

### IV. APPLICABILITY/IMPACTS

No significant impacts to the program or applicants are anticipated. Chapter 24 of the LAPG will



be updated when the LPP process is completed at a later date.

The benefit of a one-year cycle will be that collection of data needed on socio-economic status will coincide with the Governor's request to provide equitable access to disadvantaged communities. On-going research will be concluded in July 2010 which will provide results for implementing changes in upcoming cycles of SRTS and SR2S programs.

The process and procedure described above will apply in Cycle 9 with the intent to go back to a multi-year project selection process in all future cycles of the SR2S program.

Recommended: *Dawn Foster* *4/14/10*  
Dawn Foster, Safe Routes to School Coordinator  
Office of Bridge and Safety Programs  
Date

Approved: *Yin-Ping Li* *4/14/2010*  
Yin-Ping Li, Office Chief  
Office of Bridge and Safety Programs  
Date

Attachments:

- 1) Attachment 1 – SR2S Guidelines
- 2) Attachment 2 – SR2S Program Application (9<sup>th</sup> Cycle)